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State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 318

OPR: OPERATIONS

STAFF/INMATE RELATIONSHIPS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for employees and inmate/probationer/parolee relationships.

II. POLICY

It is the policy of the ADOC that relationships between ADOC employees and offenders shall be only of a professional nature. All offenders shall be treated equally in a non-discriminatory manner.

III. DEFINITION (S) AND ACRONYM (S)

- A. Offender: Any incarcerated inmate, any person currently on active probation or parole supervision, or any former inmate discharged from ADOC custody or probation/parole supervision for less than two (2) years.
- B. Employee: For the purpose of this policy only, an individual with the ADOC in a full-time, part-time, or temporary position in the state's classified or unclassified service. All other persons such as contractors, vendors, and volunteers are also subject to the ADOC's Standards of Conduct and this regulation and failure to adhere to these regulations may result in being removed and/or barred from an ADOC facility.
- C. Sexual Misconduct: Any behavior or act of a sexual nature directed towards any individual by an employee, volunteer, visitor, or agency representative.
- D. Sexual Harassment: Unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- E. Sexual Contact: The touching of another individual or of the individual's intimate parts and / or clothing covering the individual's intimate parts for the purpose of sexual arousal or gratification.

- F. Sexual Abuse: The subjection of another person to any sexual act or contact between an employee, volunteer, or agency representative by force, persuasion, inducement, or enticement.

IV. RESPONSIBILITIES

- A. It is the responsibility of all ADOC employees, inmates, volunteers, contract employees, and vendors to comply with the contents of this regulation.
- B. Wardens/Division Directors are responsible for developing their institutional/division Standard Operation Procedures (SOPs), as necessary, for the implementation of AR 318, Staff/Inmate Relationships.

V. PROCEDURES

- A. Employees shall conduct themselves in a professional manner when interacting with offenders.
- B. It is the duty of each employee to correct any incarcerated offenders observed in violation of departmental rules and regulations in a fair, consistent, and impartial manner.
- C. Conversation with inmates shall be limited to that necessary as part of the employee's duties. Inmate questions, which cannot be answered, shall be referred to the immediate supervisor. Inmates shall be addressed by name, rather than Alabama Inmate Serial (AIS) number.
- D. Social relationships are prohibited, including but not limited to emotional, sexual, or romantic attachments with:
1. Offenders in an institution.
 2. Offenders on parole or probation.
 3. Former offenders who have been discharged from ADOC custody or probation/parole supervision for less than two (2) years.
- E. Social relationships are prohibited with relatives, family, and/or clearly identifiable close associates of such persons unless written approval is obtained from the Commissioner for central office employees and Wardens for institutional employees.
1. When an employee is related in any way to an offender and/or an offender's relatives, the employee will report this fact in writing to the Warden or Central Office Director upon employment or when the relationship becomes known to the employee.

2. Upon receipt of this information, the Warden/Director and appropriate Deputy Commissioner will review and determine appropriate action to be taken.
- F. Contact with the Board of Pardons and Paroles or other agencies on behalf of an inmate is also prohibited unless written approval is obtained as described above in section V.E.
- G. Allegations of employee sexual misconduct, sexual harassment, sexual contact and/or sexual abuse shall be investigated in accordance with the ADOC policies and Alabama statutes.
1. If the accusation(s) are found meritorious, then the employee(s) shall be subject to disciplinary action(s), up to and including termination or criminal prosecution, if applicable.
 2. “Consent on the part of an offender” is not a defense on the part of the employee, as a response to charges of any form of sexual misconduct.
- H. Employees who fail to report a violation of this regulation shall be subject to disciplinary action up to and including termination.
- I. An employee shall not trade, barter, or enter into any business transaction or maintain any business relationship with offenders or their families, nor shall employees carry, mail, pass, or throw contraband in or out of any correctional institution.
1. An employee shall not donate items to offenders or their families without prior approval of the Warden.
 2. Should an employee have knowledge of any employee engaged in such trafficking, it is the employee’s duty to report such information to his/her supervisor.
 3. Any attempt by an employee to communicate or do business with offenders or their families through their relatives and/or clearly identifiable close associates in an effort to circumvent this policy shall be in violation of this regulation.
- J. Exchange of correspondence or telephone conversation between a staff member and an inmate, for any purpose other than related to official duty, shall be considered a violation of this regulation and shall result in disciplinary action being taken.

VI. DISPOSITION

There are no forms prescribed by this regulation, therefore disposition procedures are not necessary.

VII. FORMS

There are no forms prescribed by this regulation.

VIII. SUPERCEDES

This being a new regulation, there are no other regulations at this time that will supercede.

IX. PERFORMANCE

Code of Alabama, 1975, Section 14-1-1.1 and 14-1-1.2



Donal Campbell, Commissioner